



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD
FORT BELVOIR, VA 22060-5527

AMCPC

05-08-AMCPC
22 May 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter - Policy on Media Contacts and Communications

1. The purpose of this memorandum is to ensure that U.S. Army Materiel Command (AMC) employees keep our Public Affairs personnel informed of all media contacts and/or queries.
2. Employees are encouraged to take an active role in telling the AMC story; however, employees are to ensure that all communications with the media are coordinated and monitored by our Public Affairs personnel. It is important that the Command is aware of what is being communicated to the media about AMC. We should also keep the Department of the Army informed of all news coverage. In the event you are contacted by the media, refer those individuals to your respective G-5, Public Communications Office.
3. Public Affairs operations are critical to gaining public support and trust. We must actively do this by taking advantage of all opportunities to tell the great story of AMC and what we do each and everyday to support the warfighter. If you are approached by our Public Affairs personnel to either provide information to a reporter or participate in a media interview, I highly encourage you to do so. Also keep in mind that providing a rapid, thorough response not only shows pride in our work but a willingness to tell our story.
4. Any questions or concerns should be referred to the G-5, Public Communications Office at (703) 806-8010 or DSN 656-8010.

//Signed//
BENJAMIN S. GRIFFIN
General, USA
Commanding

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